

# **Upriver / Mohawk Civics & Community Stewardship Coordinator**

## **Background**

Established in 1966, Riverkeeper protects and restores the Hudson River from source to sea and safeguards drinking water supplies, through advocacy rooted in community partnerships, science and law. For more information, visit [www.riverkeeper.org](http://www.riverkeeper.org).

The Community Partnerships program is a new program at Riverkeeper that supports communities seeking to envision and enact positive change in their relationships with the Hudson River, watershed communities, its tributaries, and drinking water supplies. With a team that is both strategic and supportive, and with an emphasis on community organizing, legislative advocacy and restorative solutions to environmental injustices, Riverkeeper's Community Partnership program is committed to helping communities achieve justice for themselves and for our environment.

## **Position Overview**

The Upriver/Mohawk River Civics and Community Stewardship Coordinator will carry out the Community Partnerships program strategies and tactics to advance Riverkeeper's campaign and policy work, to activate and support a broad range of grassroots community advocates and municipal leaders, particularly in communities that are historically disempowered or overburdened by environmental harms, to organize and convene in order to address issues in the Upriver and Mohawk watershed.

## **Duties & Responsibilities**

Specific duties and responsibilities include:

- Focus on Upriver/Mohawk watershed;
- Develop and maintain relationships to a broad group of stakeholders in the Upriver/Mohawk River watershed area;
- Map and maintain all contact information for Upriver/Mohawk watershed community partners including cultural assets for the Community Partnership Program;
- Serve as liaison to assigned Riverkeeper Campaign teams to implement strategies and to communicate internally/externally;
- Keep track of new and old Upriver/Mohawk watershed issues and manage process step deadlines and progress across program teams to ensure project deadlines are delivered on time;
- Support and/or organize community meetings, outreach and educational events (online or otherwise) to increase community engagement and encourage creative approaches to problem solving;

- Help to tell the timely stories of the Riverkeeper campaign work in the Upriver/Mohawk watershed by working with campaign teams and Communication department;
- Work with Hudson River Watershed Project manager on vision plans that include the Upriver/Mohawk communities;
- Work with the Senior Government Affairs manager to support state and federal lobbying efforts in the Upriver/Mohawk River watershed.
- Participate in fundraising campaigns, corporate sponsorship programs, grant applications and reporting, and donor relations as needed;
- Participate in weekly Riverkeeper intake calls and by-weekly staff meetings;
- Participate in relevant Riverkeeper board and advisory board meetings;
- Report directly to the Upriver/Mohawk Civics and Community Stewardships Manager and/or Director of the Community Partnerships program.

*The listed responsibilities are intended to describe the essential functions of the position. They are not an exhaustive list of all job duties, responsibilities, and requirements.*

### **Qualifications**

- A grassroots community organizer located in the Upriver/Mohawk watershed with a minimum of 3-4 years of experience **or** equivalent degree in relevant field plus at least 2 years of experience as an organizer;
- A strategic advocate who has implemented at least 2 successful advocacy campaigns that achieve community goals;
- A team player who is able to establish and maintain effective working relationships with diverse partner organizations and communities, members of the public, volunteers, and internally, with other departments and volunteer leadership;
- Demonstrate the ability to interact effectively with elected officials and agencies at all levels of government, with an emphasis on local municipal processes preferred;
- Experience with volunteer coordination, event planning, outreach and communications, not-for-profit and/or environmental science issues;
- Experience building coalition with a diverse array of partners;
- Knowledge of Upriver/Mohawk communities and political landscape preferred;
- Proficient in social media platforms, i.e. Facebook, Instagram, and Twitter;
- Proficient in Microsoft Office Suite applications: Word, Excel, and PowerPoint. G Suite a plus;
- Proven ability to multitask, prioritize, and problem-solve;
- Flexible, able to adapt to a busy and changing schedule of activities;
- A commitment to the mission, vision, values and goals of Riverkeeper, and to promote justice, equity, diversity and inclusion through work for a non-profit organization;
- A connection to the Hudson River and its watershed, and a general familiarity with Riverkeeper's priority issues;
- Experience with consensus-based decision making preferred;
- Self-starter, capable of working independently;
- Ability to work both individually and with a team from a remote location;

- Willingness to travel throughout the Hudson River watershed. Occasional evenings and weekend work will be required, but generally not to exceed standard weekly hours and is considered part of a flexible work schedule;
- Bilingual a plus.

## **Location**

Riverkeeper is based in Ossining, New York, with additional offices in Kingston. This position will be located in the Upriver/Mohawk watershed focus, and will have flexibility and be able to work remotely from other locations. Currently, due to Covid, almost all staff are working remotely and we do not expect a return to the office until *at least* Summer 2021.

## **Compensation and Benefits**

This is a band 8 position. Compensation is commensurate with experience ranging from \$45,000 to \$50,000. This non-exempt position is full time (37.5 hours/week) and must have a willingness to travel throughout the Hudson River watershed. Occasional evenings and weekend work will be required, and flex time encouraged. Riverkeeper offers health, dental, vision, life and disability coverage, vacation, sick, personal days, as well as parental leave and other benefits.

## **Application Procedure:**

Please submit your résumé and cover letter as well as a list of at least 2 references from key members of two successful advocacy campaigns to [humanresources@riverkeeper.org](mailto:humanresources@riverkeeper.org). References should include at least one person who can speak to your work on a successful advocacy campaign. Please write 'Upriver Coordinator' in the subject line. Position will be open until filled. Phone calls will not be accepted.

*Riverkeeper is an AA/EEO employer. Riverkeeper is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law.*

*People from diverse backgrounds are encouraged to apply.*